

CITY OF TERRE HAUTE

JOB POSTING

Position Title: Legal Secretary
Department: Legal
Report To: City Attorney
Salary: TBD
Status: Non-Exempt – Full-Time, Benefits Eligible

Job Summary:

The City of Terre Haute is accepting applications for a Legal Secretary. Qualified applicants should have at least 2 years clerical experience in a professional setting, ability to perform legal research, prepare legal memorandums, draft court pleadings, work independently and have attention to detail. Resumes and professional references should

Qualifications:

High School Diploma or Equivalent – *Required*
2-year degree in related field – *Preferred*
4-year degree in related field - *Preferred*
At least 2-years of relevant experience – *Required*

How To Apply:

Mail, fax or Email your resume to:

Director of Human Resources
City of Terre Haute, IN
17 Harding Ave
Terre Haute, IN 47807
Fax: 812-232-7708
Email: hr@terrehaute.in.gov